

**SUSTAINABLE PROCUREMENT & COMMISSIONING ACTION PLAN  
APRIL 2010 TO MARCH 2011**

TASK	PROGRESS TO DATE
Review the Action Plan to take account of the impact of a achieving unitary status; were unitary status to be achieved the Action Plan would need to be limited to essential tasks only as resources would be diverted managing contractual issues arising from the move to unitary.	The outcome of the Judicial Review in June 2010 meant that the revised unitary based action plan was shelved and work on this action plan recommenced
Implement improvements identified in the Environmental Sustainability Audit as they relate to procurement in order to better address social, environmental and economic issues.	Part achieved; Improvements introduced and the responsibility for the sustainable procurement policy now rests with Head of Contracts
Complete the integration of all the Council's e-procurement solutions with the corporate financial systems to streamline the procurement process and maximise transactional savings.	Part achieved; greater level of integration in terms of spend analysis
Complete the review of the Council's approach to assessing the health and safety competency of potential suppliers and contractors building on the 'Managing of Contractors' guidance.	Achieved; accreditation check introduced against a proforma to assess competence
Monitor the take up of contract opportunities by Small and Medium Enterprises, Black Minority Ethnic, Disabled and Women only organisations	Not achieved; awaiting development of joint approach with other authorities in Devon
Review and improve the 'Selling to the Council' web pages with particular emphasis on businesses in the local area, develop the web based information to assist SME involvement in council tenders in accordance with the Glover Report recommendations and promote to the business community.	Achieved; 'Exeter Buy and Sell Prosper' linked to Selling to the Council website to encourage SME involvement
Develop internal capacity of the awareness and use of sustainability in procurement activity by extending the Green Accord to all sections of the Council, including the embedding of equality and diversity within the awarding of contracts and compliance monitoring.	Part achieved; Ongoing in respect of extension Green Accord. Changes to approach required following introduction of Equality Act
Achieve level 5 across all categories in the Sustainable Procurement Flexible Framework.	Achieved; independently verified by Global Action Plan.
Ensure all sourcing and routine procurement activity across the Council is undertaken electronically as far as is possible.	Achieved; for those procurements managed centrally
Develop and promote guidance on involving users in the procurement process working with them to provide training and improved awareness on their role in the procurement and commissioning process such as the evaluation tenders.	Achieved; the Housing Maintenance Contract fully involved housing tenant representatives being trained and then fully involved in all aspects of the process
Ensure the Leisure Management and Housing Maintenance tenders are evaluated in a way that optimises the benefit to the council.	Achieved; both tenders resulted in considerable cost and quality benefits
Review and set up reporting feedback processes to ensure procurement and commissioning processes are developed and based on users needs.	Achieved; the Housing Maintenance Contract was used to successfully trial reporting feedback procedures
Develop procurement good practice guide and toolkit and continue to provide advice, guidance and gateway reviews to strategic procurement projects	Part achieved; in accordance with Internal Audit recommendations although progress not as well advanced as expected due to work pressure
Work with Devon Procurement Partnership and SWRIEP to identify opportunities to share expertise and maximise competitive advantage.	Achieved; collaborative procurements undertaken on diverse contracts such as recovery of abandoned vehicles and stair lift installations which will have achieved benefits

TASK	PROGRESS TO DATE
Combine the building and engineering approved lists into a consolidated list to provide greater consistency and clarity and seek to extend in partnership with other districts and stakeholders.	Not achieved
Identify areas of existing procurement procedures that need to be improved and implement changes to comply with legislation and good practice	Ongoing